
2017 FINAL GUIDANCE REGARDING WORK PLANS, RESCHEDULING OF PLAN PRESENTATIONS, AND FIVE YEAR PLAN REVIEWS

Introduction

This guidance revises an earlier Final Guidance, which became effective on January 1, 2017. This revised *2017 Final Guidance* covers requirements related to Land and Water Resource Management (LWRM) plan revisions, management of expiring LWRM plans, and LWCB five year reviews of LWRM plans approved for 10 years.

A. LWRM Plan Revisions

I. Standardized Presentation to LWCB

1. In advance of its appearance before the LWCB, a county must provide a written response (not to exceed 4 pages) answering the following questions:
 - a. Provide a representative number of accomplishments within the last five years that can be directly traced to activities identified in multiple work plans. For each accomplishment, explain how the planning process helped the county achieve its outcome, including planning adjustments that helped better target county activities.
 - b. Identify any areas where the county was unable to make desired progress in implementing activities identified in recent work plans. For each area identified, explain the work plan adjustments that were made to refocus planned activities. If no areas are identified, explain how the county was able to make progress in all the areas planned.
 - c. Describe the county's approach to implementation of its priority farm strategy including outreach, farm inventories and making use of multiple funding sources. How has the county evaluated the effectiveness of its priority farm strategy in implementing agricultural performance standards and conservation practices on farms?
 - d. Provide representative examples that show changes in direction in the county's LWRM plan and annual work plans, with specific examples provided showing adjustments in goals, objectives or planned activities.
2. As a significant part of its presentation, a county should prepare for a discussion with the Board regarding its strategic plan and implementation activities. Before the discussion, a county is expected to make an 8-10 minute presentation regarding its resource concerns and priorities, using a PPT or handout. It is strongly encouraged that the LCC chair or committee member be present to contribute policy and other insights to the discussion.
3. The discussion before the Board will follow the principles described in C.II.

II. Work plan requirements

1. To secure a board recommendation of approval, a county will be required to submit its most current work plan and the work plan for the prior year. Work plans should be prepared in the most current format available from DATCP, and address all required items such as needed funding and staff hours. The work plan for the prior year shall include a separate column reporting on implementation of planned activities.

B. MANAGEMENT OF EXPIRING LWRM PLANS

I. Procedure to reschedule a LWCB presentation of LWRM plan revisions

1. A county may request that its LWCB appearance be delayed for some months, but no later than February of the year after plan expiration.

Note: Rescheduling changes the date of a county's appearance from one Board meeting to another, generally within the same year. Rescheduling does not change the expiration date of a county's plan. In certain cases, when a county reschedules its plan presentation, the county's existing plan approval may expire before the county receives a new order approving its revised LWRM plan. Until a new plan approval order is issued, the county is technically not eligible to receive new grant funding from DATCP.

2. The county will submit a request to reschedule to the LWRM planner (currently Lisa Trumble, Lisa.Trumble@wisconsin.gov) as soon as it becomes apparent that the LWRM plan will not be completed and reviewed prior to the scheduled meeting.
3. The county may request this rescheduling without completing and submitting a separate form.
4. The LWRM planner checks the LWCB calendar, and coordinates the decision with the internal staff and LWCB chair as needed.
5. The LWRM planner reschedules the appearance and notifies the county, LWCB, and DATCP staff of new date.

II. No routine extensions for expiring LWRM plans

1. DATCP and LWCB have discontinued a formal process for requesting extensions related to expiring LWRM plans. Having completed the transition to 10 year plan approvals, a formal extension process serves no purpose since DATCP is precluded by rule from extending plans approved for 10 years.
2. Exceptions, if requested, will be reviewed on a case-by-case basis, and DATCP will not approve an extension if it determines that the waiver of ch. ATCP 50 is not appropriate, or the county has the opportunity to reschedule under B.I.

C. Five-Year Review of LWRM plans approved for 10 years

I. As part of a five-year review of a county's LWRM plan, the county will:

1. Provide a written response in advance of its presentation to the LWCB answering the following questions (not to exceed 4 pages):
 - a. Provide a representative number of accomplishments that can be directly traced to activities identified in multiple work plans. For each accomplishment, explain how the planning process helped the county achieve its outcome, including planning adjustments that helped better target county activities.
 - b. Identify any areas where the county was unable to make desired progress in implementing activities identified in multiple work plans. For each area identified, explain the work plan adjustments that were made to refocus planned activities. If no areas are identified, explain how the county was able to make progress in all the areas planned.
 - c. Describe how the county's work plans implement its priority farm strategy and the effectiveness of county actions implementing agricultural performance standards and conservation practices on farms. In particular, the county should describe outreach, farm inventories, and additional funds that were pursued to implement its strategy.

- d. Provide representative examples that show changes in direction for work planning in the upcoming five years, with specific examples provided showing adjustments in planned activities in the county's most recent work plan.
2. Provide its most current work plan and the work plan for the prior year. Work plans should be prepared in the most current format available from DATCP, and address all required items such as needed funding and staff hours. The work plan for the prior year shall include a separate column reporting on implementation of planned activities.
3. Be prepared to present basic background to the LWCB regarding the county's resource concerns, spending no more than 5-8 minutes on a presentation. Counties may provide background information using a PPT or handout (e.g., excerpt from LWRM plan) at their discretion.

II. As part of a five-year review of a county's LWRM plan, LWCB will:

1. Encourage and support honest presentations by counties.
2. Reassure counties that its goal in conducting a review is not to fail counties.
3. Recognize the dynamic nature of planning process, and consider how counties tackle priorities over time and respond to changing conditions in pursuing their priorities.
4. Evaluate county planning and implementation based on how well counties balance and prioritize the following: agricultural performance standards, other state priorities (impaired waters, FPP checks), local priorities.
5. Provide constructive support to counties to improve the quality of their planning.